

BRIDGE HOUSE CORPORATION
NEW ORLEANS, LOUISIANA
FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION
FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999

Ericksen, Krentel, Canton & LaPorte, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Bridge House Corporation
1160 Camp Street
New Orleans, Louisiana 70130

We have audited the accompanying statements of financial position of Bridge House Corporation (a non-profit organization) as of December 31, 2000 and 1999, and the related statements of activities, cash flows, and functional expenses for the years then ended. These financial statements are the responsibility of the Corporation's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America, the *Louisiana Governmental Audit Guide* and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Bridge House Corporation as of December 31, 2000 and 1999, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 20, 2001, on our consideration of Bridge House Corporation's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

To the Board of Directors
Bridge House Corporation
June 20, 2001
Page 2

Our audits were performed for the purpose of forming an opinion on the basic financial statements of Bridge House Corporation taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U. S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

June 20, 2001

Ericksen, Krentel, Canton & LaPorte LLP

Certified Public Accountants

BRIDGE HOUSE CORPORATION
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2000 AND 1999

	<u>2000</u>	<u>1999</u>
<u>ASSETS:</u>		
Cash and cash equivalents	\$ 308,074	\$ 339,237
Contracts receivable	144,896	142,097
Prepaid expenses	12,492	15,248
Inventories	121,890	107,023
Investments	3,343	3,343
Deposits	21,677	22,618
Land, buildings, and equipment - at cost, less accumulated depreciation of \$500,089 in 2000 and \$415,349 in 1999	<u>446,829</u>	<u>460,487</u>
Total assets	<u><u>\$ 1,059,201</u></u>	<u><u>\$ 1,090,053</u></u>
<u>LIABILITIES:</u>		
Accounts payable and accrued expenses	\$ 119,607	\$ 116,393
Refundable advances	41,149	8,846
Notes payable:		
Current portion	35,714	26,930
Long-term portion	<u>77,508</u>	<u>87,339</u>
Total liabilities	<u>273,978</u>	<u>239,508</u>
<u>NET ASSETS:</u>		
Unrestricted	<u>785,223</u>	<u>850,545</u>
Total net assets	<u>785,223</u>	<u>850,545</u>
Total liabilities and net assets	<u><u>\$ 1,059,201</u></u>	<u><u>\$ 1,090,053</u></u>

See accompanying NOTES TO FINANCIAL STATEMENTS

BRIDGE HOUSE CORPORATION
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999

	<u>2000</u>	<u>1999</u>
<u>UNRESTRICTED NET ASSETS</u>		
<u>Public Support:</u>		
Contributions	\$ 1,717,755	\$ 1,692,313
State of Louisiana contracts	288,111	300,368
Supportive Housing contracts	225,074	334,031
Veterans Administration contracts	-	107,940
Christian Health/Baptist Community Ministries contracts	79,522	98,058
Food stamps	16,841	12,053
City of New Orleans contract	5,000	5,000
FEMA Grant	3,129	3,437
Epidemiological Research Studies of AIDS and HIV Infection contract	-	3,591
Total unrestricted public support	<u>2,335,432</u>	<u>2,556,791</u>
<u>Other Revenue:</u>		
Client service fees	137,534	139,445
Vending	5,101	21,047
Thrift stores and auto sales	1,163,929	1,120,106
Cost of goods sold	(1,163,929)	(1,128,628)
Other income	24,715	9,128
Total unrestricted other revenue	<u>167,350</u>	<u>161,098</u>
Total unrestricted public support and unrestricted other revenue	<u>2,502,782</u>	<u>2,717,889</u>
<u>Expenses and Losses:</u>		
Program services	<u>2,228,021</u>	<u>2,358,457</u>
Supporting services:		
Management and general	103,302	164,806
Fund raising	236,781	248,798
Total supporting services	<u>340,083</u>	<u>413,604</u>
Total expenses	<u>2,568,104</u>	<u>2,772,061</u>
Loss on sale of equipment	-	2,740
Write-down of inventory value	-	35,000
Total losses	<u>-</u>	<u>37,740</u>
Total expenses and losses	<u>2,568,104</u>	<u>2,809,801</u>
Change in unrestricted net assets	(65,322)	(91,912)
Net assets, beginning of year	<u>850,545</u>	<u>942,457</u>
Net assets, end of year	<u>\$ 785,223</u>	<u>\$ 850,545</u>

See accompanying NOTES TO FINANCIAL STATEMENTS

BRIDGE HOUSE CORPORATION
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999

	<u>2000</u>	<u>1999</u>
<u>CASH FLOWS PROVIDED BY (USED BY) OPERATING ACTIVITIES:</u>		
Change in net assets	\$ (65,322)	\$ (91,912)
Adjustments to reconcile change in net assets to net cash provided by (used by) operating activities:		
Depreciation	84,739	77,279
Loss on sale of equipment	-	2,740
Donated equipment included in support	(3,200)	(5,150)
Write-down of inventory value	-	35,000
Bad debts expenses (recoveries)	7,498	(740)
(Increase) decrease in contracts receivable	(10,297)	36,829
Increase (decrease) in prepaid expenses	2,756	(4,990)
(Increase) in inventories	(14,867)	(21,550)
Increase (decrease) in deposits	941	(2,632)
Increase (decrease) in accounts payable	3,214	(8,910)
Increase (decrease) in refundable advances	32,303	(6,461)
(Decrease) in deposits payable	-	(10,700)
Net cash provided by (used by) operating activities	<u>37,765</u>	<u>(1,197)</u>
<u>CASH FLOWS PROVIDED BY (USED BY) INVESTING ACTIVITIES:</u>		
Proceeds from the sale of equipment	-	440
Purchases of furniture, fixtures, and equipment	<u>(41,906)</u>	<u>(72,015)</u>
Net cash (used by) investing activities	<u>(41,906)</u>	<u>(71,575)</u>
<u>CASH FLOWS USED BY FINANCING ACTIVITIES:</u>		
Principal payments on notes payable	<u>(27,022)</u>	<u>(24,279)</u>
Net cash (used by) financing activities	<u>(27,022)</u>	<u>(24,279)</u>
Net (decrease) in cash and cash equivalents	(31,163)	(97,051)
Cash and cash equivalents at beginning of year	<u>339,237</u>	<u>436,288</u>
Cash and cash equivalents at end of year	<u><u>\$ 308,074</u></u>	<u><u>\$ 339,237</u></u>

See accompanying NOTES TO FINANCIAL STATEMENTS

BRIDGE HOUSE CORPORATION
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2000

	Program Services	Supporting Services		
		Management and General	Fund Raising	Total
Salaries	\$ 908,041	\$ 88,717	\$ 130,579	\$ 1,127,337
Payroll taxes	79,295	7,747	11,400	98,442
Total salaries and related expenses	987,336	96,464	141,979	1,225,779
Client allotments	-	6,838	-	6,838
Fund raising	-	-	80,802	80,802
Vending machines	-	-	-	-
Food	58,696	-	-	58,696
Professional services	35,896	-	14,000	49,896
Utilities	155,352	-	-	155,352
Telephone	35,127	-	-	35,127
Rent	328,943	-	-	328,943
Travel and education	28,203	-	-	28,203
Office	42,435	-	-	42,435
Insurance	93,663	-	-	93,663
Household supplies	29,859	-	-	29,859
Auto	52,028	-	-	52,028
Maintenance and repairs	104,144	-	-	104,144
Program cost	44,150	-	-	44,150
Client reimbursements	402	-	-	402
Interest	8,665	-	-	8,665
Licenses and taxes	8,168	-	-	8,168
Tax penalties	-	-	-	-
Thrift stores and auto sales expenses	130,215	-	-	130,215
Total expenses before depreciation	2,143,282	103,302	236,781	2,483,365
Depreciation of building and equipment	84,739	-	-	84,739
Total expenses	<u>\$ 2,228,021</u>	<u>\$ 103,302</u>	<u>\$ 236,781</u>	<u>\$ 2,568,104</u>

See accompanying NOTES TO FINANCIAL STATEMENTS

BRIDGE HOUSE CORPORATION
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 1999

	Program Services	Supporting Services		
		Management and General	Fund Raising	Total
Salaries	\$ 1,085,605	\$ 134,302	\$ 135,840	\$ 1,355,747
Payroll taxes	91,169	11,279	11,408	113,856
Total salaries and related expenses	1,176,774	145,581	147,248	1,469,603
Client allotments	-	5,264	-	5,264
Fund raising	-	-	101,550	101,550
Vending machines	13,228	-	-	13,228
Food	68,265	-	-	68,265
Professional services	78,710	-	-	78,710
Utilities	126,854	-	-	126,854
Telephone	35,512	-	-	35,512
Rent	309,493	-	-	309,493
Travel and education	23,833	-	-	23,833
Office	31,076	-	-	31,076
Insurance	111,857	-	-	111,857
Household supplies	28,573	-	-	28,573
Auto	37,718	-	-	37,718
Maintenance and repairs	85,696	-	-	85,696
Program cost	46,397	-	-	46,397
Client reimbursements	100	-	-	100
Interest	10,713	-	-	10,713
Licenses and taxes	5,991	-	-	5,991
Tax penalties	-	13,961	-	13,961
Thrift stores and auto sales expenses	90,388	-	-	90,388
Total expenses before depreciation	2,281,178	164,806	248,798	2,694,782
Depreciation of building and equipment	77,279	-	-	77,279
Total expenses	\$ 2,358,457	\$ 164,806	\$ 248,798	\$ 2,772,061

See accompanying NOTES TO FINANCIAL STATEMENTS

BRIDGE HOUSE CORPORATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999

(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Bridge House Corporation (Bridge House) is a non-profit corporation organized to provide treatment and long-term residential aftercare for individuals with drug and alcohol addictions in the greater New Orleans area. Bridge House is supported primarily through donor contributions, thrift store sales, and governmental contracts.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash Equivalents

For purposes of the statement of cash flows, Bridge House considers all certificates of deposits and all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

Restricted Cash

Included in cash and cash equivalents, as of December 31, 2000 and 1999 are \$41,149 and \$8,846, respectively, of cash required to be held in separate checking accounts, which are restricted for payment of refundable advances.

Inventories

Inventories are stated at the lower of fair value at date of donation or market.

BRIDGE HOUSE CORPORATION
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2000 AND 1999

(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fixed Assets

Bridge House follows the practice of capitalizing, at cost, all expenditures for fixed assets in excess of \$500. Depreciation is computed on a straight-line basis over the following estimated useful lives:

Buildings	30	Years
Furniture, fixtures and equipment	5-15	Years
Building improvements	7-30	Years
Leasehold improvements	27.5	Years
Automobiles	5-7	Years
Computer software	3	Years

Donations of property and equipment are recorded as contributions at their estimated fair value at the date of donation. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Restricted and Unrestricted Contributions

Contributions that are restricted by the donor are reported as an increase in unrestricted net assets if the restrictions expire in the reporting period in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Donated Materials and Services

Donated materials are reflected as contributions in the accompanying statements at their estimated values at date of receipt. No amounts have been reflected in the statements for donated services in as much as no objective basis is available to measure the value of such services; however, a substantial number of volunteers have donated significant amounts of their time in the organization's program services and in its fund-raising campaigns.

Functional Expenses

Expenses are charged to each program based on direct expenditures incurred. Any expenditures not directly chargeable are allocated to a program based on related salary expenses.

BRIDGE HOUSE CORPORATION
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2000 AND 1999

(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Income Tax Status

Bridge House is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and from state income taxes under Section 121(5) of Title 47 of the Louisiana Revised Statutes of 1950. However, income from certain activities not directly related to the organization's tax-exempt purpose is subject to taxation as unrelated business income. In addition, the Organization qualified for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under Section 509(a)(2).

Advertising

Advertising costs, except for costs associated with direct-response advertising, are charged to operations when incurred. The costs of direct-response advertising are capitalized and amortized over the period during which future benefits are expected to be received. Advertising expense for the year ended December 31, 2000 and 1999 was \$71,676 and \$51,909, respectively.

Reclassifications

Certain accounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year financial statements.

(2) STATEMENT OF CASH FLOWS SUPPLEMENTARY DISCLOSURES

Supplemental disclosures of cash flow information:

Cash paid during the year for:

	<u>2000</u>	<u>1999</u>
Interest	\$ 8,665	\$ 10,713

Non-cash investing and financing activities in 2000 consist of financing the cost of acquiring one vehicle through a long-term note of \$25,975 payable to Whitney National Bank.

(3) CONTRACTS RECEIVABLE AND REVENUE

Bridge House recognizes revenue arising from contracts with the State of Louisiana - Department of Health and Hospitals and Unity for the Homeless, Inc. Terms of the contracts provide for reimbursement of certain program costs up to specified maximum amounts or on a per diem basis for each patient in the program.

In addition, Bridge House maintains several contracts with various Veteran's Administration districts whereby revenue is received on a per diem basis for each patient in the program.

No allowance has been made for uncollectible receivables as it has been Bridge House's experience that all contracts are collected in full.

BRIDGE HOUSE CORPORATION
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2000 AND 1999

(4) INVENTORIES

Inventories at December 31, 2000 and 1999 consist of:

	<u>2000</u>	<u>1999</u>
Thrift store items	\$ 11,041	\$ 9,924
Used cars	110,849	94,099
Real property	-	3,000
	<u>\$ 121,890</u>	<u>\$ 107,023</u>

During 1999, real property inventory initially valued at \$38,000 was written down to its estimated net realized value. As a result, a \$35,000 loss was recognized for the year ended December 31, 1999.

(5) FIXED ASSETS AND DEPRECIATION

The cost of such assets at December 31, 2000 and 1999 are as follows:

	<u>2000</u>	<u>1999</u>
Land and buildings	\$ 163,000	\$ 163,000
Furniture, fixtures and equipment	416,811	394,496
Building improvements	108,893	108,893
Leasehold improvements	34,091	31,120
Automobiles	179,098	146,922
Computer software	45,025	31,405
	946,918	875,836
Less accumulated depreciation	<u>(500,089)</u>	<u>(415,349)</u>
	<u>\$ 446,829</u>	<u>\$ 460,487</u>

Depreciation expense for the year ended December 31, 2000 and 1999 was \$84,739 and \$77,279, respectively.

(6) NOTES PAYABLE

Notes payable at December 31, 2000 and 1999 consisted of the following:

	<u>2000</u>		<u>1999</u>	
	<u>Due Within One Year</u>	<u>Due After One Year</u>	<u>Due Within One Year</u>	<u>Due After One Year</u>
Note payable to CapMark Services, L.L.P., secured by 1 st mortgage on property located at 1141 Prytania Street, New Orleans, Louisiana. Payable in monthly installments of \$1,176 which includes principal and interest. Interest is variable, currently at 8.75% and the note matures June 30, 2005.	\$ 9,851	\$ 43,271	\$ 9,029	\$ 53,123

BRIDGE HOUSE CORPORATION
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2000 AND 1999

(6) NOTES PAYABLE (CONTINUED)

	2000		1999	
	<u>Due Within One Year</u>	<u>Due After One Year</u>	<u>Due Within One Year</u>	<u>Due After One Year</u>
Note payable to Ford Credit, secured by 1998 Ford van. Payable in monthly installments of \$559 which includes principal and interest. Interest accrues at 7.25% and the note matures June 30, 2002.	6,227	3,254	5,793	9,520
Note payable to Hibernia National Bank, secured by two 1998 Ford vans. Payable in monthly installments of \$1,208 which includes principal and interest. Interest accrues at 7.5% and the note matures October 19, 2002.	13,069	11,575	12,108	24,696
Note payable to Whitney National Bank, secured by 1998 tow truck. Payable in monthly installments of \$547 which includes principal and interest. Interest accrues at 9.5% and the note matures December 15, 2005.	<u>6,567</u>	<u>19,408</u>	<u>-</u>	<u>-</u>
	<u>\$ 35,714</u>	<u>\$ 77,508</u>	<u>\$ 26,930</u>	<u>\$ 87,339</u>

Following are maturities of notes payable for each of the next five years:

2001	\$ 33,430
2002	30,284
2003	16,903
2004	18,485
2005	<u>14,120</u>
	<u>\$ 113,222</u>

Interest costs incurred and charged to expense for the years ended December 31, 2000 and 1999 was \$8,665 and \$10,713, respectively.

The Corporation has a \$100,000 line of credit from Whitney National Bank. Terms of repayment call for monthly payments of accrued interest beginning June 4, 2000. The line has a variable interest rate based on the Whitney National Bank prime which is 8.5% as of December 31, 2000. The line of credit matures May 14, 2001. The line of credit is expected to be renewed under substantially the same terms. No amounts were outstanding at December 31, 2000 or 1999.

BRIDGE HOUSE CORPORATION
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2000 AND 1999

(7) LEASES

Bridge House makes payments monthly for the use of treatment, housing, thrift store and used car facilities. Presently, Bridge House has short term and long term agreements with the owners of these properties. Short term arrangements could be terminated at the discretion of either party to the rental agreements. Long-term leases are noncancelable operating leases that expire at various dates through July 31, 2008. These leases generally contain renewal options for periods ranging from two to ten years, include escalation clauses, and require Bridge House to pay executory costs such as taxes, maintenance and insurance. Rent expense for short and long-term leases for 2000 and 1999 was \$328,943 and \$309,493, respectively.

Future minimum lease payments under operating leases that have remaining terms in excess of one year as of December 31, 2000 are:

Years ending December 31:

2001	\$ 215,460
2002	171,330
2003	144,875
2004	63,600
2005	<u>63,600</u>
	<u>\$ 658,865</u>

(8) COMMODITY ASSISTANCE

Bridge House participated in the United States Department of Agriculture Food Distribution Program for the year ended December 31, 2000 and 1999. The program provides food commodities to Bridge House to use in the preparation of meals for clients of Bridge House. In 2000, they also received assistance from Second Harvesters Food Bank of Greater New Orleans. The value of the donated commodities was \$29,899 for the year ended December 31, 2000, and \$37,888 for the year ended December 31, 1999. These amounts are not listed as revenues or expenditures on the accompanying statements of activities.

(9) RELATED PARTY TRANSACTIONS

During 2000, Bridge House leased client housing from its executive director under terms of a month to month lease. Rent is \$300 per month. Bridge House paid \$3,600 on this lease, which is included in rent expense in the accompanying statements of activities for the year ended December 31, 2000.

(10) CONCENTRATIONS OF CREDIT RISK

Financial instruments that potentially subject Bridge House to credit risk consist principally of contract receivables. Bridge House's policy is to not require these amounts to be collateralized.

Bridge House maintains cash balances with federally insured financial institutions located in New Orleans, Louisiana. The cash balances of Bridge House's accounts in these banks exceeded the \$100,000 federally insured limit by \$85,077 at December 31, 2000 and \$153,337 at December 31, 1999.

BRIDGE HOUSE CORPORATION
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2000

Federal Grantor/Pass-through Grantor/ Program Title	Federal CFDA Number	Pass-through Grantor's Number	Disbursements/ Expenditures
<u>U.S. Department of Health and Human Services</u>			
Louisiana Department of Health and Hospitals, Office of Alcohol and Drug Abuse			
Block Grants for Prevention and Treatment of Substance Abuse			
- Substance Abuse Treatment Conference Grant	93.959	542591/556008	144,425 *
- Residential Treatment	93.959	550446/556383	65,250 *
			<u>209,675</u>
Total U.S. Department of Health and Human Services			
<u>OTHER FEDERAL AWARDS NON MAJOR PROGRAMS</u>			
<u>U.S. Department of Housing and Urban Development</u>			
Unity for the Homeless, Inc.			
Supportive Housing Program			
- Substance Abuse	14.235	LA48B807003/LA48B903005	\$ 131,232
- Youth/Substance Abuse	14.235	LA48B961404/LA48B903018	47,540
- Outreach/Project Reach	14.235	LA48B807001/LA48B903002	44,455
- Housing Services	14.235	LA48B807002	1,847
			<u>225,074</u>
Total U.S. Department of Housing and Urban Development			
<u>U.S. Department of Health and Human Services</u>			
Louisiana Department of Health and Hospitals, Office of Public Health			
HIV Prevention Activities-Health Dept Based			
- HIV Prevention Services Grant	93.940	540058	69,889
The City of New Orleans, New Orleans Department of Health			
Health Center Grants for Homeless Populations			
- New Orleans, Health Care for the Homeless Program	93.151	00-HLTH-018	5,000
			<u>74,889</u>
Total U.S. Department of Health and Human Services			
<u>Federal Emergency Management Agency</u>			
United Way - City of New Orleans			
Emergency Food and Shelter National Board Program	83.523	18-3658-00-020	3,129
<u>U.S. Department of Agriculture</u>			
Louisiana Department of Agriculture			
Commodity Supplemental Food Program	10.565	-	27,444
Second Harvesters FoodBank of Greater New Orleans	10.565	-	2,455
			<u>29,899</u>
Total U.S. Department of Agriculture			
Total			<u>\$ 542,666</u>

* Major Program

Note: The schedule of expenditures of federal awards is a summary of the activity of Bridge House Corporation's federal award programs presented on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Ericksen, Krentel, Canton & LaPorte, L.L.P.

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W. ERIC POWERS

* PROFESSIONAL CORPORATION
BENJAMIN J. ERICKSEN (Retired 1998)
J.V. LECLERE KRETEL (Retired 1993)
RONALD H. ACKERMANN (Retired 1995)

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Bridge House Corporation
1160 Camp Street
New Orleans, Louisiana 70130

We have audited the financial statements of Bridge House Corporation, as of and for the year ended December 31, 2000, and have issued our report thereon dated June 20, 2001. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Bridge House Corporation's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Bridge House Corporation's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect Bridge House Corporation's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the accompanying schedule of findings and questioned costs as item 00-1.

Bridge House Corporation

June 20, 2001

Page 2

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe that the reportable condition described above is not a material weakness. We also noted other matters involving the internal control over financial reporting, which we have reported to management of Bridge House Corporation in a separate letter dated June 20, 2001.

This report is intended solely for the information and use of the audit committee, management, others within the organization and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

June 20, 2001

Ericksen, Krentel, Canton & LaPorte LLP

Certified Public Accountants

Ericksen, Krentel, Canton & LaPorte, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Bridge House Corporation
1160 Camp Street
New Orleans, Louisiana 70130

Compliance

We have audited the compliance of Bridge House Corporation, with the types of compliance requirements described in the *U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended December 31, 2000. Bridge House Corporation's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of Bridge House Corporation's management. Our responsibility is to express an opinion on Bridge House Corporation's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Bridge House Corporation's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of Bridge House Corporation's compliance with those requirements.

In our opinion, Bridge House Corporation, complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended December 31, 2000.

Bridge House Corporation

June 20, 2001

Page 2

Internal Control Over Compliance

The management of Bridge House Corporation is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Bridge House Corporation's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

We noted a certain matter involving the internal control over compliance and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over compliance that, in our judgment, could adversely affect Bridge House Corporation's ability to administer a major federal program in accordance with the applicable requirements of laws, regulations, contracts, and grants. The reportable condition is described in the accompanying schedule of findings and questioned costs as item 00-2.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts, and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe the reportable condition described above is not a material weakness.

This report is intended solely for the information of management, the Louisiana Legislative Auditor and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

June 20, 2001

Ericksen, Krentel, Canton & LaPorte LLP

Certified Public Accountants

BRIDGE HOUSE CORPORATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2000

A. SUMMARY OF AUDIT RESULTS

1. The auditors' report expresses an unqualified opinion on the financial statements of Bridge House Corporation.
 2. One reportable condition disclosed during the audit of the financial statements is reported in the Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards. The condition is not reported as a material weakness.
 3. No instances of noncompliance material to the general financial statements of Bridge House Corporation were disclosed during the audit.
 4. One reportable condition disclosed during the audit of the major federal award programs is reported in the Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133. The condition is not reported as a material weakness.
 5. The auditors' report on compliance for the major federal award programs for Bridge House Corporation expresses an unqualified opinion on all major federal programs.
-
6. Audit findings relative to the major federal award programs for Bridge House Corporation are reported in this Schedule.
 7. The programs tested as major programs were the Block Grants for Preventing and Treatment of Substance Abuse (CFDA number 93.959).
 8. The threshold for distinguishing Types A and B programs was \$300,000.
 9. Bridge House Corporation was determined to be a low risk auditee.

B. FINDINGS – FINANCIAL STATEMENT AUDIT

REPORTABLE CONDITION

00-1 Bank Reconciliations

Condition: Monthly bank account reconciliations were not prepared on a timely basis for several of the bank accounts maintained by the Bridge House Corporation.

Criteria: Internal controls should be in place to safeguard assets and provide assurance that they are accurately reported.

BRIDGE HOUSE CORPORATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2000

Effect: The failure to prepare bank account reconciliations on a timely basis could lead to reporting errors or defalcations not being identified or corrected on a timely basis.

Recommendation: Procedures should be implemented to insure that bank reconciliations are prepared on a timely basis each month.

Management's Response: Personnel have been overburdened with the increased workload. Management has reassigned work duties and added personnel and the reconciliations will now be prepared on a timely basis.

**C. FINDINGS AND QUESTIONED COSTS-MAJOR FEDERAL AWARD PROGRAM
AUDIT**

DEPARTMENT OF HEALTH AND HUMAN SERVICES

00-2 Block Grants for Prevention and Treatment of Substance Abuse

CFDA Number 93.959

Grant Number 542591/556008,
550446/556383

Reportable Condition: As discussed at 00-1, bank account reconciliations were not prepared on a timely basis for the bank accounts used in the administration of the Block Grants for Prevention and Treatment of Substance Abuse. The failure to prepare bank account reconciliations on a timely basis could lead to reporting errors or defalcations not being identified or corrected on a timely basis. Procedures should be implemented to insure that bank reconciliations are prepared on a timely basis each month.

CORRECTIVE ACTION PLAN RELATIVE TO SCHEDULE OF FINDINGS AND QUESTIONED COSTS

June 20, 2001

Department of Health and Human Services

Bridge House Corporation respectfully submits the following corrective action plan for the year ended December 31, 2000.

Name and address of independent public accounting firm:

Ericksen, Krentel, Canton & LaPorte, L.L.P.

4227 Canal Street

New Orleans, Louisiana 70119

Contact: W. Eric Powers

Audit Period: 01/01/00 to 12/31/00

The findings from the December 31, 2000 schedule of findings and questioned costs are discussed below. The findings are numbered consistently with the number assigned in the schedule. Section A of the schedule, Summary of Audit Results, does not include findings and is not addressed.

B. FINDINGS - FINANCIAL STATEMENT AUDIT

REPORTABLE CONDITION

00-1 Bank Reconciliations

Recommendation: Procedures should be implemented to insure that bank reconciliations are prepared on a timely basis each month.

Management's Response: We concur with the recommendation. Work duties have been reassigned and a new controller has been hired. The reconciliations will now be prepared on a timely basis.

Department of Health and Human Services

June 20, 2001

Page 2

C. **FINDINGS AND QUESTIONED COSTS-MAJOR FEDERAL AWARD PROGRAM
AUDIT**

DEPARTMENT OF HEALTH AND HUMAN SERVICES

00-2 Block Grants for Prevention and Treatment of Substance Abuse –
CFDA No. 93.959

Reportable Condition: See 00-1

If the Cognizant or Oversight Agency have questions regarding this plan, please call Richard
"Buzzy" Gaiennie, Executive Director at (504) 522-2124.

Sincerely,


Signature


Title

Ericksen, Krentel, Canton & LaPorte, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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J.V. LECIERE KRETEL (Retired 1993)
RONALD H. ACKERMANN (Retired 1995)

June 20, 2001

To the Management and
The Board of Directors of
Bridge House Corporation

In planning and performing our audit of the financial statements of Bridge House Corporation for the year ended December 31, 2000, we considered the Organization's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control.

However, during our audit, we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. This letter summarizes our comments regarding those matters. A separate report dated June 20, 2001 contains our report on reportable conditions in the Bridge House Corporation's internal control structure. This letter does not affect our report dated June 20, 2001, on the financial statements of Bridge House Corporation.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Organization personnel, and we will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations. Our comments are summarized as follows:

1. **Improve Filing System**

During our audit we noticed Company personnel frequently had difficulty locating vendor files. Several steps can be taken to improve this condition:

- Standardization of alphabetizing (that is, how to handle abbreviated names or names beginning with numbers).
- Complete cross referencing for any name change or merged companies.
- Establishment of sign-out procedures for any file removed from the file cabinet.
- Labels on all boxes of semiactive files to identify its contents, and numbering on all files contained in those boxes in case files are removed individually and must be refilled.

To the Senior Management and
The Board of Directors of
Bridge House Corporation
June 20, 2001
Page 2

2. **Prepare and Approve Purchase Orders Before Items are Received**

Our audit tests indicated that purchase orders are occasionally prepared after items are received. This practice may defeat the control a purchase order system is intended to provide. To help monitor the volume of purchases due to budget constraints and ensure that purchases are initiated with proper approval, we recommend that purchase orders be prepared and approved before items are received or ordered by other means.

3. **Board of Directors Meeting Minutes**

As a component of a strong internal control system, the opening and closing of all bank accounts should be approved by the Board of Directors. Therefore, any such decisions should also be indicated in the minutes of the Board of Director meetings.

4. **Evaluate the Effectiveness of Internal Controls Over Used Car Sales**

Internal controls are designed to safeguard assets and help or detect losses from employee dishonesty or error. We recommend that management consider performing an evaluation of the system of internal controls related to Used Car Sales. Our firm could assist in the evaluation.

We wish to thank Tom DeLatte and his department for their support and assistance during our audit.

This report is intended solely for the information and use of the Board of Directors, management, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

June 20, 2001

Ericksen, Krentel, Canton & LaPorte LLP

Certified Public Accountants

CORRECTIVE ACTION PLAN RELATIVE TO MANAGEMENT LETTER ITEMS

June 20, 2001

Louisiana Legislative Auditor

Bridge House Corporation respectfully submits the following corrective action plan for the year ended December 31, 2000.

Name and address of independent public accounting firm:

Ericksen, Krentel, Canton & LaPorte, L.L.P.

4227 Canal Street

New Orleans, Louisiana 70119

Contact: W. Eric Powers

Audit Period: 01/01/00 to 12/31/00

The items from the management letter issued for the year ended December 31, 2000 are discussed below. The items are numbered consistently with the number assigned in the management letter.

1. **Make Files Easier to Locate**

Recommendation: Bridge House Corporation should implement procedures to improve its filing system.

Response: We concur with this recommendation. We have initiated steps to restructure and improve our filing system.

2. **Prepare and Approve Purchase Orders Before Items are Received**

Recommendation: Purchase orders need to be prepared and approved prior to purchase of items.

Response: We concur with this recommendation. We will implement procedures to assure proper purchase approval.

3. **Board of Directors Meeting Minutes**

Recommendation: Opening and closing of bank accounts should be approved by the Board of Directors and noted in the meeting minutes.

Response: We agree with this recommendation. Bank account openings and closings will be approved by the Board in the future.

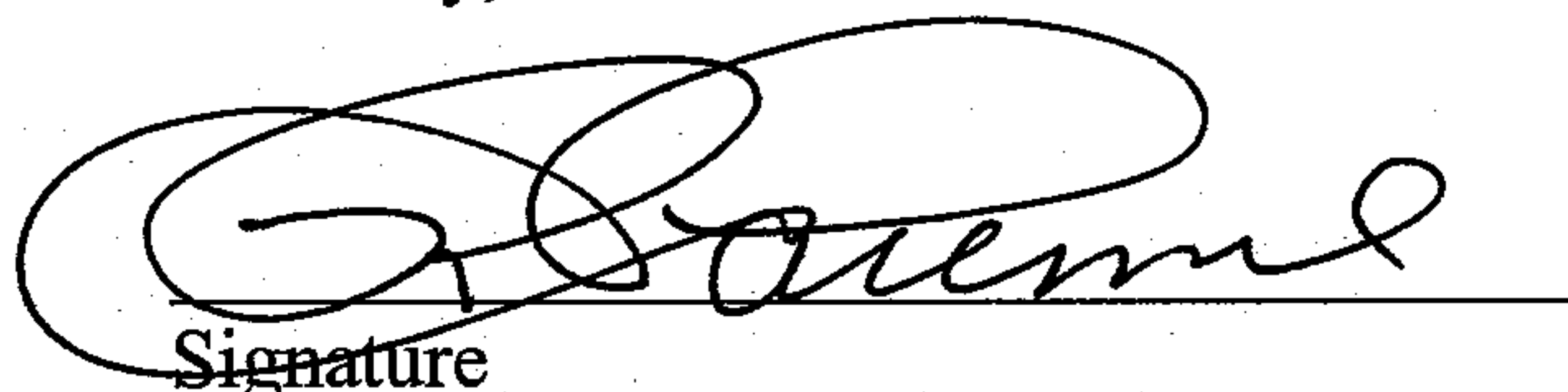
4. **Evaluate the Effectiveness of Internal Controls Over Used Car Sales**

Recommendation: Evaluation of internal controls related to used car sales is necessary in order to safeguard assets.

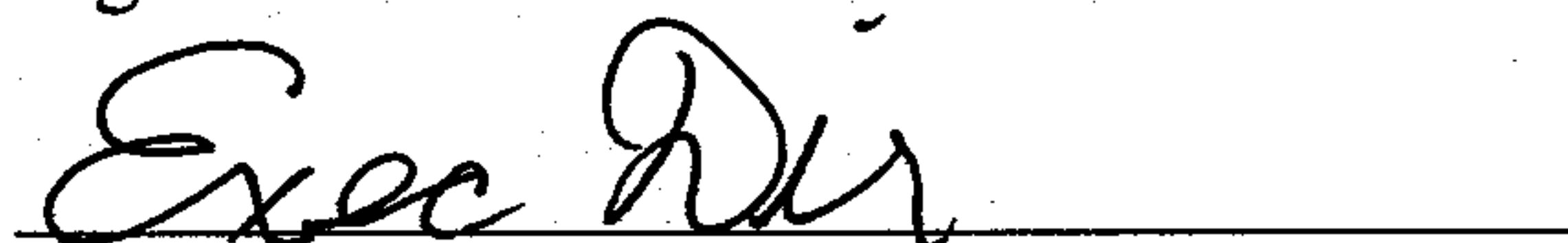
Response: We will perform an evaluation of our internal control system related to used car sales that will provide assurance that assets are being properly safeguarded.

If you have any questions regarding this plan, please call Richard "Buzzy" Gaiennie, Executive Director at (504) 522-2124.

Sincerely,

A handwritten signature in cursive script, appearing to read "B. Gaiennie", written over a horizontal line.

Signature

The handwritten words "Exec Dir" in cursive script, written over a horizontal line.

Title

Data Collection Form for Reporting on
AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS

RETURN TO: Single Audit Clearinghouse, 1201 E. 10th Street, Jeffersonville, IN 47132

Form SF-SAC(8-97)

OMB #0348-0057

Report ID : 9623

6/28/01

Part I: GENERAL INFORMATION

1. Fiscal year ending date for this submission (mm/dd/yyyy)
12/31/2000

2. Type of A-133 audit

☒ Single audit

3. Audit period covered

☒ Annual

CENSUS
USE
ONLY

4. Date received by clearinghouse

5. Employer Identification

Number (EIN)

a. Auditee EIN 726027674

b. Are multiple EINS covered in this report?

☒ No

6. AUDITEE INFORMATION

a. Auditee name

BRIDGE HOUSE CORPORATION

b. Auditee address (Number and street)

1160 CAMP STREET

City

NEW ORLEANS

State

LA

Zip Code

70130 -

c. Auditee contact

Name

RICHARD GAIENNIE

Title

EXECUTIVE DIRECTOR

d. Auditee contact telephone

(504) 522 - 2124

e. Auditee contact FAX (Optional)

(504) 524 - 3368

f. Auditee contact E-mail (Optional)

7. AUDITOR INFORMATION

a. Auditor name

ERICKSEN, KRENTTEL, CANTON & LAPORTE, L.L.P.

b. Auditor address (Number and street)

4227 CANAL STREET

City

NEW ORLEANS

State

LA

Zip Code

70119 -

c. Auditor contact

Name

W. ERIC POWERS

Title

PARTNER

d. Auditor contact telephone

(504) 486 - 7275

e. Auditor contact FAX (Optional)

(504) 482 - 2516

f. Auditor contact E-mail (Optional)

EPOWERS@EKCLCPA.COM

g. AUDITEE CERTIFICATION STATEMENT - This is to certify that, to the best of my knowledge and belief, the auditee has: (1) Engaged an auditor to perform an audit in accordance with the provisions of OMB Circular A-133 for the period described in Part I, items 1 and 3; (2) the auditor has completed such audit and presented a signed audit report which states that the audit was conducted in accordance with the provisions of the Circular; and, (3) the information included in **Parts I, II, and III** of this data collection form is accurate and complete. I declare that the foregoing is true and correct.

Signature of certifying official

Date

Name/Title of certifying official

EXEC. DIR. / RICHARD GAIENNIE

g. AUDITOR STATEMENT - The data elements and information included in this form are limited to those prescribed by OMB Circular A-133. The information included in Parts II and III of the form, except for Part III, Item 5 and 6, was transferred from the auditor's report(s) for the period described in Part I, Items 1 and 3, and is **not a substitute** for such reports. The Auditor has not performed any auditing procedures since the date of the auditor's report(s). A copy of the reporting package required by OMB Circular A-133, which includes the complete auditor's report(s), is available in its entirety from the auditee at the address provided in Part I of this form. As required by OMB Circular A-133, the information in **Parts II and III** of this form was entered in this form by the auditor based on information included in the reporting package. The auditor has not performed any additional auditing procedures in connection with the completion of this form.

Signature of auditor

Date

Erickson, Krentel,
Canton & LaPorte LLP

7/2/01

Part I: GENERAL INFORMATION - Continued

8. Indicate whether the auditee has either a Federal cognizant or oversight agency for audit. Only non-Federal entities with total Federal awards expended greater than \$25 million have a Cognizant agency. All others have an Oversight agency. (Mark (x) one box)

☒ Oversight agency

9. Name of Federal cognizant or oversight agency for audit (Mark (x) one box)

93 ☒ Department of Health and Human Services

Part II: FINANCIAL STATEMENTS (To be completed by auditor)

1. Type of audit report (Mark (x) one box)

☒ Unqualified opinion

2. Is a "going concern" explanatory paragraph included in the audit report?

☒ No

3. Is a reportable condition disclosed?

☒ Yes

4. Is any reportable condition reported as a material weakness?

☒ No

5. Is a material noncompliance disclosed?

☒ No

Part III: FEDERAL PROGRAMS (To be completed by auditor)

1. Type of audit report on major program compliance

☒ Unqualified opinion

2. What is the dollar threshold to distinguish Type A and Type B programs § .520(b)? Round to the nearest dollar.
\$300000

3. Did the auditee qualify as a low-risk auditee (§ .530)?

☒ Yes

4. Are there any audit findings required to be reported under § .510(a)?

☒ Yes

5. Which Federal Agencies are required to receive the reporting package? Only select a Federal Agency if there are findings related to the selected Federal Agency involving direct money or if there were prior year audit findings related to the selected Federal Agency involving direct money. (Mark (x) all that apply.)

00 ☒ None

Part III: FEDERAL PROGRAMS Continued								
6. FEDERAL AWARDS EXPENDED DURING FISCAL YEAR				7. AUDIT FINDINGS AND QUESTIONED COSTS				
Row number (1)	6a. CFDA number	6b. Name of Federal program	6c. Amount expended in Whole Numbers	7a. Major program	7b. Type of compliance requirement (2)	7c. Amount of questioned costs	7d. Internal control findings (3)	7e. Audit finding reference # (s) (4)
1	14.235	SUPPORTIVE HOUSING PROGRAM	\$ 225074	<input checked="" type="checkbox"/> N	O	\$N/A	<input checked="" type="checkbox"/> C	N/A
2	93.959	BLOCK GRANTS FOR PREVENTION AND TREATMENT OF SUBSTANCE ABUSE	\$ 209675	<input checked="" type="checkbox"/> Y	O	\$N/A	<input checked="" type="checkbox"/> B	00-2
3	93.151	HEALTH CENTER GRANTS FOR HOMELESS POPULATION	\$ 5000	<input checked="" type="checkbox"/> N	O	\$N/A	<input checked="" type="checkbox"/> C	N/A
4	93.940	HIV PREVENTION ACTIVITIES-HEALTH DEPT. BASED	\$ 69889	<input checked="" type="checkbox"/> N	O	\$N/A	<input checked="" type="checkbox"/> C	N/A
5	83.523	EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM	\$ 3129	<input checked="" type="checkbox"/> N	O	\$N/A	<input checked="" type="checkbox"/> C	N/A
6	10.565	COMMODITY SUPPLEMENTAL FOOD PROGRAM	\$ 29899	<input checked="" type="checkbox"/> N	O	\$N/A	<input checked="" type="checkbox"/> C	N/A
Computer Generated Total Federal Awards Expended:			\$ 542666					
TOTAL FEDERAL AWARDS EXPENDED			\$542666					

*Footnotes for Part 3 - Item 6 and Item 7

1. Or other identifying number when the Catalog of Federal Domestic Assistance (CFDA) number is not available.
2. Type of compliance requirement (Enter the letter(s) of all that apply to audit findings and questioned costs reported for each Federal program.)

A. Activities allowed or unallowed
 B. Allowable costs/cost principles
 C. Cash management
 D. Davis-Bacon Act
 E. Eligibility
 F. Equipment and real property management

G. Matching, level of effort, earmarking
 H. Period of availability of funds
 I. Procurement
 J. Program income
 K. Real property acquisition and relocation assistance

L. Reporting
 M. Subrecipient monitoring
 N. Special tests and provisions
 O. None

3. Type of internal control findings (Mark (x) all that apply)

A. Material weaknesses

B. Reportable conditions

C. None reported

4. If there are no audit findings, questioned costs, or internal control findings, the auditor should mark O, N/A, C and N/A for items 7 (b), (c), (d), and (e) respectively.